

POSITION ANNOUNCEMENT: Assistant Box Office Manager



The Alaska Center for the Performing Arts is inviting qualified applicants for a **part-time position as a Assistant Box Office Manger.**

The Alaska Center for the Performing Arts, Inc. is an Equal Opportunity Employer and an amazing place to work! ACPA, Inc. is a non-profit organization contracted by the Municipality of Anchorage to manage the Center. The Center schedules space use in the building, provides production management and technical expertise, sells tickets, and provides services for more than 240,000 patrons who enjoy the facility annually.

The successful candidate will be responsible for cultivating a positive work environment, advancing superior customer service, supervising ticket office staff and supporting the Box Office Manager. Tasks include training and supporting ticket staff, producing staff schedules and supervising event box office staff. Must be able to work a flexible schedule.

Complete job description and application are available on our website at <http://www.alaskapac.org>. Click the "About the Center" tab then "Staff & Employment" then "Employment Opportunities". All applicants must complete a job application.

Applicants are encouraged to apply in person at the Alaska Center for the Performing Arts, 621 West 6th Avenue, Anchorage. Applications may also be faxed to 907-263-2927 or emailed to apply@alaskapac.org.

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